

The City of Blue Lake, California

"Where the Sunshine and the Sea Air Meet"

invites your application for the position of

CITY MANAGER





WHY BLUE LAKE?

Blue Lake offers the consummate small city experience. With a lifestyle deeply woven into the eclectic Humboldt County fabric, Blue Lake possesses a distinctive character all its own. Its special blend of the historic and contemporary boasts a noteworthy artistic community featuring the Dell'Arte International School of Physical Theatre, a thriving Business Park, and a family-friendly environment. Incorporated in 1910, the City of Blue Lake also offers a unique career opportunity to further strengthen its City Council-City Manager form of government, and to provide dynamic organizational and community leadership into the City's second century.

THE COMMUNITY

Blue Lake is a quaint, vibrant small City of 1,152 actively engaged residents gently nestled along Highway 299 in Humboldt County's Mad River Valley. While only 5 miles inland from Highway 101 and the beautiful Northern California coastline, for most of the year Blue Lake basks in sunshine, spared the frequent blanket of coastal fog along the Highway 101 corridor. Humboldt County itself has been recognized by National Geographic Traveler as "one of the world's top ten great places", and by the U.S. Department of Agriculture as "America's most scenic rural county" (with Mendocino County to the south rated #2 and Del Norte County to the north #3). As the gateway to the Trinity Alps, Blue Lake is within easy access to mountain peaks, rivers, lakes, and wilderness areas. Year round fishing (including Mad River Hatchery), boating, rafting, kayaking, running, cycling, and other outdoor recreation are close at hand; and winter sports are also within reasonable access. Amid such natural wonders, and offering rural small-town living at its best, Blue Lake is also in close proximity to sophisticated higher education, medical, and other services and facilities in the nearby urban centers of Arcata and Eureka. Blue Lake has much reason to be proud of its public school, historic downtown district, wonderful Blue Lake Museum, and the Blue Lake Chamber of Commerce among other active community organizations. It can also

be proud of its outstanding recreational programs and facilities (such as Perigot Park and Victor Prasch Community Hall with its popular skating rink) which are remarkable for a City its size. Blue Lake enjoys a growing partnership with the adjacent Blue Lake Rancheria with its casino, restaurants, and forthcoming hotel, and with the many community services and contributions the Rancheria provides.

THE CITY

The City of Blue Lake operates under the City Council-City Manager form of local government and has had two City Managers since its adoption in 1996. As the chief executive officer of the City, the City Manager reports to a five-member City Council from which is selected the Mayor and Mayor Pro-Tem.

The City Manager oversees the staff of a full-service city except for Fire and Emergency Medical Response Services, which are provided by a separate District. The staff includes an experienced 4-member Public Works Department that is responsible for water distribution and wastewater collection and treatment, as well as for the maintenance of streets, drains, parks, recycling, and other public facilities. Law Enforcement is currently provided under a contract with the Humboldt County Sheriff's Department that went into effect in the summer of 2008. Recreational programs are carried out by the Parks and Recreation Director and several skilled, specialized, part-time employees as well as through partnerships with Blue Lake School and the St. Joseph Health System Blue Lake Community Resource Center. City Hall is served by three long-time administrative and finance staff. Legal, Engineering, Planning, and Building services are all provided on a contract basis. In addition to the City Council, the City of Blue Lake has a Planning Commission and Parks and Recreation Commission, as well as special ad hoc citizen committees to address important City policy issues when needed. The City of Blue Lake is also involved in several important regional organizations.

THE CHALLENGES AND THE OPPORTUNITIES

The past year has been a difficult one for the City of Blue Lake which has led, among other things, to the dissolution of the Police Department and to the departure of the most recent City Manager. This has come to be recognized by the City Council as a time for organizational renewal and community transformation for the City. The outcome of the November City Council election was itself a clear statement of the community's desire to move on. It reflected a strong commitment to the restoration of both stability and confidence in the Council-Manager form of government, and it now provides the City Council and the new City Manager with a golden opportunity to re-evaluate the City's operation and direction.

Issues awaiting the new City Manager include:

- Helping the community determine its vision, priorities, and goals and objectives for its second century as a City.
- With the help of a citizen-based Police Advisory Committee, assisting the City Council in determining whether to re-establish the City's Police Department or to negotiate a long-term Sheriff's Contract.
- Working closely with the City Engineer and Public Works Department staff to fund and implement necessary improvements to the City's Wastewater Treatment Plant in order to better handle the impacts of the Business Park and Rancheria and stay in compliance with the City's Discharge Permit.
- Facilitating the development of a formal capital improvements program and overseeing the completion of several water, wastewater, and streets and roads projects as funds become available from local, State and Federal sources.
- Continuing to improve the City's Budget format and utilization of supporting financial accounting software.
- Solidifying the City's financial future by continuing to cultivate the Business Park while also seeking ways to enhance its retail sales tax base to better realize Blue Lake's economic potential and self-sufficiency.
- Pursuing various grant opportunities and developing alternative revenue sources.
- Reorganizing the Public Works Department in a manner to generate more effective supervision from within the ranks of its current four positions.
- Developing an effective approach to succession planning for several long-time, dedicated City employees who are reaching retirement age.
- Building a stronger, more cohesive sense of teamwork among City employees and within the community, and further strengthening the City's relationships with local, regional, State, and Federal agencies and officials.





THE IDEAL CANDIDATE

During this time of transition, Blue Lake is seeking a new City Manager to provide professional management and vision to the City while helping lead the organization and the community into its second century. This exceptional professional opportunity will require the new City Manager to be able to lead with inspiration and by example. The Manager will become a “steadying force” that helps establish a new foundation of community trust and confidence. Through consensus building and cooperation among City staff, and with the support of community leadership, the Manager-Council-Community team will define the priorities which will lead to a new shared sense of direction and purpose for the City of Blue Lake.

The new City Manager will have a management style that is responsive to the City Council, the community, and the City staff. The candidate will also have a clear understanding of municipal finance, planning and infrastructure, relevant Public Works project experience, a proven track record delivering results, and the ability to strike a balance between the practical and the creative. A flexible “can-do” attitude, accountability, the ability to “connect the dots”, and a good sense of humor will also go a long way in assuring the new City Manager’s, and the community’s, success.

In order to accomplish all of the preceding, the ideal candidate should have a history of inclusive team management, community collaboration and organizational leadership. In addition, they should also be able to perform with a high level of personal and professional integrity and demonstrate excellent oral and written communication skills. And, as is typical in a small City, they should have the ability to feel comfortable and thrive in a hands-on, multi-tasking environment.

EDUCATION AND EXPERIENCE

Requirements include Bachelors Degree in Public Administration or a related field (MPA desirable), and at least five years successful management experience in municipal government or other government agencies. Equivalent combinations of education and applicable work experience will be considered.

COMPENSATION

- Competitive Salary of \$75,000-\$85,000 DOQ
- PERS Retirement - 2.5% at 55
- Family Medical, Dental and Vision Coverage
- 50% Employee Medical Paid Upon Retirement
- Vacation leave of 10 days per year starting
- 12 holidays per year
- Administrative leave of 5 days per year
- Sick Leave 12 days per year
- Vehicle allowance of \$300 per month
- City-paid ICMA Membership
- Relocation Assistance (moving allowance) – negotiable
- Such other provisions as may be negotiated in an Employment Agreement

APPLICATION AND SELECTION PROCESS

On or before Friday, January 16, 2009, submit cover letter, résumé, salary history, and five professional references to:

Jeff Butzlaff
Interim City Manager
P.O. Box 458
Blue Lake, CA 95525

or e-mail to bluelakeCM@aol.com

If you have any questions, contact the above e-mail address or call Blue Lake City Hall at 707-668-5655.

You can also visit our website, www.bluelake.ca.gov, for more information about Blue Lake.

Your résumé should reflect nature, size and scope of responsibilities (staff, budget, etc.), key accomplishments, and the specific years and months of beginning/ending dates for each position held.

Following the January 16, 2009 deadline, the most qualified candidates will be invited to participate further in the selection process, including engagement in a community process prior to the final interview and ultimate appointment by the City Council.